

June 1, 1997

**STATE OF MONTANA**  
**ARCHITECT/ENGINEER SELECTION PROCEDURES**  
**Title 18, Chapter 2 MCA**  
**Title 18, Chapter 8 MCA**

1. Using Agency notifies Architecture & Engineering Division (A&E Division) of need for an Architect or Engineer (A/E) for a construction project.
2. A&E Division reviews the Agency's proposed project for funding, authorization, program, need, etc.
3. On projects costing a nominal \$250,000 or more, the A&E Division will advertise for professional services every quarter (January, April, July, October). Interested A/E firms will summarize their qualifications on State Form 115 and submit same to the A/E Division.
4. The Using Agency's Pre-Selection Committee will select a short list of approximately 5-7 firms to be interviewed for each project. The A/E firms making the short list will be given an outline project program and scope of services which will familiarize each firm on the short list.
5. After the interview process, the using Agency will recommend three firms to the Director, Department of Administration through A&E. The Director will evaluate, rank, and select one of the three firms for the project.
6. On projects costing less than the nominal \$250,000, A&E will provide the using Agency a listing of qualified firms from our file of Form 114s. The using Agency will recommend three firms to the Director for a selection.
7. The A&E Division will then request a professional services fee proposal from the selected firm based on the outline project program and scope of services required.
8. The fee proposal is reviewed and negotiated by the A&E Division. If an agreement cannot be reached, negotiations will be terminated and the Director will appoint one of the remaining two firms.